

Military Personnel New Commanders Conference

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DCMC Military Personnel Matrix of Responsibilities

NAME	AREA OF RESP	COM PHONE	DSN PHONE
LTC Stephen Leisenring	XO	(703)767-2401	427-2401
Maj Steven Minnich	Professional Dev	(703)767-2469	427-2469
Ms. Kathy Kinder	Position Management Admin DCMC	(703)767-2464	427-2464
MSgt Linda Clark	Military Personnel Actions	(703)767-5158	427-5158
SMSgt David Young	Admin DCMD-W	(310)900-6030	929-6030
Mr. Mark Sukenik	Admin DCMD-E	(617)753-4490	955-4490
SMSgt Kenneth Hammond	Admin DCMD-I	(703)767-1682	427-1682
Ms. Diane White	Reserve Coordinator DCMD-E	(617)753-3552	955-3552
MSgt David Lane	Reserve Coordinator DCMD-W	(310)900-6031	929-6031



Military Personnel New Commanders Conference

- Initiatives
- Personnel Actions/Issues
 - Position Descriptions
 - Assignments
 - Evaluations
 - Promotions
 - Awards & Decorations
 - Training
 - Military Bearing
- Resources
 - QOL
 - Web Cites



MILITARY INITIATIVES

- TRAINING
 - Fix Allocation Process
 - ID Command Training Requirements
 - EST Tracking of Requirements & Completion (Military and DAWIA)
- QUALITY OF LIFE
 - Build Inprocessing/Sponsorship Program
 - Improve TRICARE Access and Information
 - Act as Advocate -- Member/Family Support
- PROFESSIONAL DEVELOPMENT
 - Track Performance/Effectiveness/Fitness Reports -- High Quality and On Time
 - Use of SEAs and SSAs in quality control and as mentors
 - Ongoing Review of Job Titles, PDs, JDA
 - Proactively Manage Personnel Actions
 - Reinforce and Expand Recognition/Awards Program
- Establish Military Section on DCMC Web Page



POSITION DESCRIPTION Use

- **Request to Military Services for nomination to a specific job**
- **Provides the military member summary of primary duties and responsibilities**
- **Identifies unique requirements, i.e., joint duty, acquisition, and advanced academic degree**



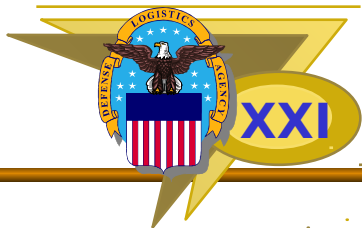
ASSIGNMENT ACTIONS

- **Requisitions**
- **Nominations**
- **Sponsorship**
- **Other actions -- Extensions,
Curtailments, Separations**



ASSIGNMENT ACTIONS Requisitions

- **PDs notify Military Services that replacement personnel are needed and identify skills required**
- **Submitted 12 months prior to rotation of current incumbent (for Army, Navy and Marines)**
 - **Air Force is submitted quarterly**
- **Not all requisitions will be validated; fill rate is based on entitlement rate for DLA**
 - **Differs by Service, grade, and specialty**



ASSIGNMENT ACTIONS

AIR FORCE TIMELINES

UPDATED MMCR/PD	LOAD REQUISITIONS	VISIBILITY	PREFERENCE WORKSHEET	ASSIGNMENT MATCH	REPORTING DATES
30 SEP	NOV	DEC	31 DEC	JAN - MAR	JUN/JUL/AUG
31 DEC	FEB	MAR	31 MAR	APR - JUN	SEP/OCT/NOV
31 MAR	MAY	JUN	30 JUN	JUL - SEP	DEC/JAN/FEB
30 JUN	AUG	SEP	30 SEP	OCT - DEC	MAR/APR/MAY



ASSIGNMENT ACTIONS NOMINATIONS

- **Services nominate to DLA at least 120 days prior to requested reporting date**
- **DLA must respond within 10 days, otherwise Service may release the individual from consideration**
- **All 0-5 and 0-6 Command positions are approved by the Commander DCMC**



ASSIGNMENT ACTIONS

Other Actions...

- The Director, DLA, is approval authority for ALL extensions, curtailments, or separations regardless of reason.
 - Initiated by the member and forwarded through the chain of command for endorsement to CAHM
 - Must be submitted NLT six months before rotation date
- DLA is a 3-year controlled tour; early departure may result in position gap



MILITARY EVALUATIONS Importance!!

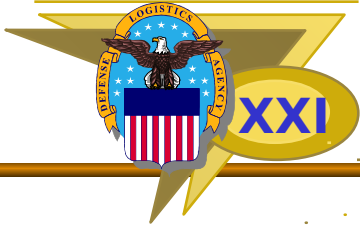
- **Impacts service member's career**
- **Permanent record of performance over a specific period**
- **Primary performance document used to support Commander's decisions regarding:**
 - **Identifying best-qualified person for promotion**
 - **Recommendation for professional military education selection**
 - **Duty assignments/professional development**



MILITARY EVALUATIONS

****Evaluation Due Dates****

- Each Service sets due dates to file
- Reports are late when received at Service after the following timeframes:
 - Army
 - Officer - 90 days after close out date
 - Enlisted - 60 days after close out date
 - Air Force - 60 days after close out date
 - Marine Corps - 30 days after close out date
 - Navy - 15 days after close out date



PROMOTION SYSTEMS

- **Service Releases**
- **Service Boards**



PROMOTION SYSTEMS

Svc Release - Army

- **Selection lists are “pre-positioned” 2-3 weeks prior to release--tentative release date/time is provided**
- **Once all major commands receive list, firm release date/time is provided**



PROMOTION SYSTEMS

Svc Release - Air Force

- Selection list is provided 1-4 days prior to release
- Public release date/time is established by Air Force
- DLA is provided listing of non-selects



PROMOTION SYSTEMS

Svc Release - Navy

- **Selection list is not provided prior to public release**
- **Release is effective immediately upon Secretary of the Navy approval**
- **Selection lists are published via ALNAV message upon release**
- **Navy does not release any information on eligibles or non-selects**



PROMOTION SYSTEMS

Svc Releases - Marine Corps

- **HQ, USMC, tasks Marine Corps general officer to notify selected personnel**
- **Currently, DLA personnel are notified by USMC/IL**
- **Selection lists are not provided prior to release**
- **Selection lists are published via MCBUL message**
- **Marine Corps does not release information on eligibles or non-selects**



PROMOTION SYSTEMS

Svc Boards

- **Army, Navy and Marine Corps promotion boards do not require any special actions**
- **Responsibility to ensure record is correct rests with the service member**
- **Prior to the Air Force Centralized Selection Board, DLA conducts a management level review (MLR)**
- **The MLR is composed of DLA senior raters or their designated substitute**
 - **Substitutes must meet grade requirements or +responsibility may be delegated up**



PROMOTION SYSTEMS

Svc Boards - con't

- Purpose of the MLR is to review the AF Promotion Recommendation Form (PRF) marked by Sr Raters
- PRFs are required for all board eligible officers
- PRFs may be marked “DP,” “P,” or “DNP” or left unmarked based on criteria provided
- Comments required for all officers in or above the zone
- Comments required for all officers below the zone receiving an outright “DP” or “DNP” marking or being competed for a “DP” marking



AWARDS & DECORATIONS

Defense Awards

- **Five Defense awards**
- **Requires OSD approval**
 - **Defense Distinguished Service Medal (DDSM)**
 - **Defense Superior Service Medal (DSSM)**
- **Approved by Commander DCMC**
 - **Defense Meritorious Service Medal (DMSM)**
 - **Joint Service Commendation Medal (JSCM)**
 - **Joint Service Achievement Medal (JSAM)**



AWARDS & DECORATIONS

Submission Timeframes

- **Awards requiring Service or OSD approval should be submitted NLT 120 days prior to the desired presentation date**
- **Awards requiring OSD approval are reviewed by a DLA awards board, and if recommended, are forwarded to arrive at OSD 90 days prior to the presentation date**
- **Awards approved at HQ must arrive NLT 60 days prior to the desired presentation date**



MILITARY TRAINING

- **Class Allocations**
- **DAU Classes**
- **Funding**
- **Cancellations**



MILITARY TRAINING NON-DAU Class Allocations

- **Army/Air Force - submit approved DD 1556 to CAHW**
- **Navy - log into -- www.register-now.cms.navy.mil**
- **All actions must be completed at least 60 days prior to desired class start date**



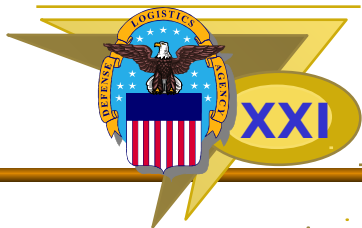
MILITARY TRAINING DAU Classes

- Air Force members' application are to be submitted on a DD Form 1556 NLT 90 days from class start date through CAHW.
- Army member must have an approved IDP (Army Web Page:
<https://rdaisa.sarda.army.mil/idp/idpprod/idpstart.htm>) and register online by following the instructions at <https://www.atrrs.asmr.com/aitas>
- Navy members register online (Navy Web Page:
<https://www.register-now.cms.navy.mil>
- Course cancellation: Commander's Interest Item
- DCMC can not provide substitutions for DAU classes.



MILITARY TRAINING Funding

- **Funding for DAU and other military training classes will be provided as follows:**
 - **Army -- once training has been approved (fund cite will be e-mailed to member with quota)**
 - **Air Force -- once training is approved, member faxes DD 1610 to Randolph AFB at (210) 652-1843**
 - **Navy -- once training has been approved (fund cite will be e-mailed to member)**
- **Non-military training (computer training classes, etc) are funded by the owning activity not the Services**



MILITARY BEARING

- **Appearance & fitness**
- **Weight control/overweight program**



MILITARY BEARING Appearance & Fitness

- **Encourage service members to maintain their appearance and stay in shape**
- **Allow time for physical training--people in good shape perform better**
- **Ensure they're prepared for the physical fitness test**
 - **Failure to pass could result in more time away from the job for remedial training**



MILITARY BEARING

Weight Control/Overweight Program

- **Purpose of the weight control program is to ensure--**
 - **service members meet the demands of combat**
 - **a proper military appearance**
- **Failure to meet weight standards could result in--**

Return to Service



QUALITY OF LIFE

Core Programs

- **DLA's Quality of Life (QOL) program consists of four core areas:**
 - **Family support**
 - **Child Care**
 - **Fitness & Health**
 - **Food Service**
- **Supports the entire DLA workforce; civilian and military, both active and reserve**
- **Methods of delivery differ by business area and location**



QUALITY OF LIFE

Fitness & Health

- **Military personnel assigned to isolated DCMC locations are authorized to participate in military health facility membership programs to assist them in maintaining physical fitness standards**
- **TRICARE Prime Remote - for military member 50 miles or more from a military treatment facility.**
 - **Civilian Provider**
 - **No Co-pay No Deductible**
 - **Must Register/Follow Rules**
 - **See Web Site -** <http://www.tricare.osd.mil/remote/>
 - **Not Currently for Dependents**



QUALITY OF LIFE

DLA Life Connection

- Provides life-cycle-solutions for the DLA workforce; 24 hours a day, 7 days a week
- A family support information, education, counseling and referral service for DCMC personnel
- Real-time referrals from a data base of 2.5 million providers in their own community or anywhere in the country
- Accessible by calling 1-800-873-4636 or through their web address - <http://www.dcclifecare.com>



HELPFUL WEB CITES

- Large list of quality links updated quarterly <http://disam.osd.mil/>
- TRICARE home page <http://www.tricare.osd.mil/>
- TRICARE REMOTE information -- TRICARE for svc member not near a military installation <http://www.tricare.osd.mil/remote/>
- Military pay information <http://www.dfas.mil/money/milpay/>
- Rates and Allowances <http://www.dtic.mil/perdiem/rateinfo.html>
- Web Cite and Web Rings to support military and military families <http://www.sgtmoms.com>
- CONUS cost of living allowance <http://perdiem/ccola.html>
- Air Force Personnel Center <http://www.afpc.randolph.af.mil>
- Bureau of Naval Personnel <http://www/bupers.navy.mil/main/new/right.html>
- Army Personnel Command <http://www.fas.org/irp/agency/army/perscom/>
- Marine Corps home page <http://www.usmc.mil/>
- Military Quality of Life Web Cite Sponsored by Navy <http://www.lifelines4qol.org>